Secretariat

2 December 1998

Information circular*

To: Members of the Staff

From: The Under-Secretary-General for Management

Subject: **Official holidays and closure of Headquarters buildings to the public at Christmas and New Year's Day**

1. In accordance with staff rule 101.3 (a), and as contained in information circular ST/IC/1998/31 of 2 April 1998, the official holiday for Christmas Day 1998 will be Friday, 25 December. For New Year's Day, it will be Friday, 1 January 1999. Supervisors are requested to show flexibility, to the extent possible, in approving annual leave between 21 and 31 December 1998.

2. The United Nations Headquarters buildings will be closed to the public on 25 December 1998 and 1 January 1999. Furthermore, guided tours will be operated on an abbreviated schedule, from 9.30 a.m. until 3 p.m., on 24 and 31 December 1998. In addition, guided tours will be suspended on weekends in January and February 1999.

3. As in previous years, staff members wishing to hold parties for Christmas in the facilities on the fourth floor administered by the caterers may do so subject to advance approval by the Office of the Assistant Secretary-General for Central Support Services. Parties will be authorized for 21, 22 and 23 December and may not extend beyond 11 p.m. In the event that there are meetings being held on those days, parties that are to take place in areas adjacent to conference rooms may not commence before 6 p.m. Music will be permitted only once the meetings have adjourned. Small departments or offices may wish to hold joint parties to ease the demand for suitable areas.

4. Requests for approval to hold parties should be submitted to the Office of the Assistant Secretary-General for Central Support Services, room S-2127A, not later than 11 December 1998, indicating:

(a) Department, office or organization holding the party;

(b) Date and hours of the party;

(c) Proposed location of the party;

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(d) Approximate number of persons expected to attend, as well as a guest list of those persons invited who are not holders of valid United Nations identification cards;

(e) Name of the senior official designated to assume full responsibility for the party, including all costs;

(f) Type of party and facilities required.

5. Once approval has been granted by the Assistant Secretary-General for Central Support Services, if services of movers, electricians, etc., are required, they will be provided, subject to availability. Organizers will be charged the following rates as these services are performed by outside contractors:

	$ per hour
Movers	35
Electricians	93

6. Requests for these services should be made to the Special Services Section, at extension 3–2214. Requests for catering services for parties should be made in writing to the Banquet Director, Restaurants Associated, room S-414, extension 3–7098 or 3–7099, with a copy to the Chief, Commercial Activities Service, room DC-2–0620.

7. Guests will be admitted only if accompanied by a staff member or holder of a valid United Nations identification card. Guests must be met at the visitors' entrance or at the Secretariat gate located on 43rd Street if entering after 5.45 p.m.

8. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.